

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR IV –
Deputy Division Director

SALARY GROUP: B29

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Christopher Carter DATE: 09/02/2021

POSITION #: 045388

I. JOB SUMMARY

Performs highly advanced managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and goals and objectives; developing policies, procedures, and guidelines; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; reviewing and approving budgets within the division; and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs activities of staff within the rehabilitation program areas; plans, develops, implements, coordinates, monitors, and evaluates program policies and procedures; develops, establishes, and implements goals and objectives consistent with the agency strategic plan; plans, develops and approves schedules, priorities, and standards for achieving goals; reviews guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
 - B. Develops and implements techniques for evaluating program activities; directs evaluation activities; and identifies the need to revise program areas.
 - C. Reviews and approves management, productivity, and financial reports and studies; develops, reviews, and approves budgets; reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance; and provides information and liaison to program staff and other agencies and organizations.
 - D. Directs the preparation, development, review, and revision of legislation; represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars and on boards, panels, and committees; testifies at hearings, trials, and legislative meetings; provides liaison for other local, state, and federal agencies; and responds to public inquiries regarding program areas.
 - E. Supervises the work of others; and identifies staff development and training requirements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Behavioral Science, Public Administration, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required eleven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eleven years full-time, wage-earning criminal justice, program administration, or public administration experience to include five years in the supervision of employees.
3. Governmental agency experience preferred.

B. Knowledge and Skills

1. Knowledge of local, state, and federal laws and regulations relevant to the program areas.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to direct and organize program activities.
7. Skill to establish program goals and objectives for treatment programs as related to rehabilitation.
8. Skill in administrative problem-solving techniques.
9. Skill to direct the development and evaluation of agency policies and procedures.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to identify problems, evaluate alternatives, and implement effective solutions.

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12. Skill to review technical data and prepare technical reports.

13. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.